

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

AGRICULTURE PRODUCTS INSPECTOR

DEFINITION

Inspects facilities involved in the production, storage, and/or sale of agricultural products for compliance with laws regulating the products and their labeling, manufacture, storage and/or sale; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Samples animal feed, pet food, fertilizer, agricultural liming material and seeds for laboratory analysis.

Inspects feed manufacturers for compliance with Federal/State Good Manufacturing Practice Regulations regarding production records, drug inventories, distribution records, product labeling, and equipment; completes State/Federal Inspection forms for review by the Commercial Feed Bureau Chief; inspects feed storage facilities of a manufacturer, distributor, or wholesaler reviewing product labels determining compliance with applicable laws.

Inspects fertilizer storage facilities of a manufacturer, distributor or wholesaler reviewing product labels to determine compliance with applicable regulations; inspects fertilizer and pesticide equipment including anhydrous ammonia installations; recommends the approval of all anhydrous ammonia installations in the state; reviews thoroughly all anhydrous ammonia storage facility applications, blueprints, proposed installation sites, and determines the adequacy of the dealer request.

Inspects risk management plans at anhydrous ammonia storage facilities for compliance with federal EPA Regulations; confers with anhydrous ammonia dealers and local emergency management coordinators to determine that emergency response agencies are familiar with risk management plans.

Communicates with agribusinesses concerning regulations governing the manufacture, processing, storage and/or sale of agricultural products and responds to complaints, provides information/explanation of regulations and reports and promotes a cooperative environment.

Travels throughout assigned counties coordinating work plans, and travel routes; maintains a state vehicle and prepares monthly travel reports and expense claims as required.

COMPETENCIES REQUIRED

Knowledge of sampling procedures for agricultural products such as seed, feed, agricultural liming material and fertilizers in bag, bulk or liquid form.

Knowledge of the laws and regulations pertaining to the manufacture, storage and/or sale of agricultural products including requirements regarding licenses, appropriate product labels and report forms.

Knowledge of the methods used in the production and storage of agricultural products offered for sale such as seed, feed, agricultural liming material and fertilizer (including anhydrous ammonia).

Knowledge of inspection techniques regarding appropriate agricultural product labeling, operational equipment and storage facilities.

Ability to recognize and identify various feed, seed, fertilizer, medicated feed, drug premix and limestone ingredients/products which are manufactured and/or sold in Iowa.

Ability to visually inspect facilities, equipment and product labels in order to determine compliance of an agribusiness with state or federal laws.

Ability to prepare data oriented and narrative reports which consist of records and/or details/results of inspections.

Ability to travel throughout several counties on a daily basis year-round, in fair and adverse weather or in emergencies, in order to regulate agribusinesses within an assigned area.

Ability to plan and execute work schedule, and establish priorities in order to complete duties as generally assigned.

Ability to perform mathematical calculations, including addition, subtraction, multiplication and division and computations involving fractions.

Ability to work in adverse temperatures to obtain samples out of doors and in warehouses.

Ability to climb ladders in order to inspect or obtain samples from grain, feed or chemical storage bins, tanks and equipment.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from a technical school, area community college or four year college or university with a major in chemistry, biology, agricultural business, agricultural management, agronomy, agricultural mechanization, animal science or a related agricultural field;

OR

graduation from high school or G.E.D., and experience equal to two years full-time work as an inspector, farm operator, warehouse or production worker or manager, licensed pesticide applicator, or a salesperson/sales manager which included direct involvement with the storage, manufacture, regulation, use, or demonstrative sale of feed, medicated feed, fertilizer, seed, or pesticide.

NOTE:

All employees in this classification must be able to pass a background check conducted by the Food and Drug Administration (FDA) after approximately one year of employment and receive a FDA Commission.

NOTE:

Travel is required for positions in this class. Employees must arrange transportation to and from assigned work areas.

Effective Date: _____ 02/01 _____ GR